

# Government Billing Instructions – State of Indiana

Region	U.S. Government Account
State	State of Indiana
Acct # for Akron Billing	9313
Billing Type	Akron Billing for State agencies. Local Billing (dealer/store invoice) for local agencies.
Status	Active
Date of Status	03/22/2018

## INSTRUCTIONS

- An [ULTIMATE VENDOR CERTIFICATE](#) must be completed by the dealer and should be on file in Akron at the time of all locally billed government transactions.
- An [ULTIMATE PURCHASER CERTIFICATE](#) must be completed by each locally billed government agency and must be retained on file at the dealership for a period of 5 years after the expiration date.
  - o In the event of an IRS audit, the dealer will be required to produce documentation of the Ultimate Purchaser Certificate within 30 days.
- Sales to state agencies are Akron Billed as a [Doc Type D](#) on Tire HQ (Billing Code TC73 in GBMS). Sales to local agencies are local/dealer billed and entered as a [Doc Type B](#) transaction (Billing Code G in GBMS) on Tire HQ.
- When making a credit card sale you MUST bill locally to receive dealer credit.
- All deliveries made to State of Indiana Agencies must have a valid Requisition Number and/or Purchase Order Number appear on the face of the invoice. All Dealer must enter this information in the Purchase Order field. This number will be a 10-digit number including proceeding zeros, ex: 0000123456.

## STATE REQUIREMENTS

- SUBBING OF TIRES IS NOT PERMITTED ON STATE OF INDIANA
- When receiving an order from State of Indiana agency, Subbing is not allowed for any tire. If a tire is not available, you must request a Change Notice be issued by the ordering agency. Goodyear does not support subbing of tires, this creates an issue with pricing. Agency expects to pay ordered price on tires instead of actual price of the tires that was delivered. If a dealer subs a tire it may result in a charge back to the dealer. Never accept an incomplete purchase order without a product code listed. This eliminates any question in price of tire and that the agency is receiving the correct tire.

## NEED ADDITIONAL CLARIFICATION?

- Refer to the Government Sales Manual (make into a link) in the Government Section of Tire HQ. To find the Government Sales Manual, follow this path:
  - o Dealer Programs => Government Sales: Approval Info Pricing => Frequently Used Documents => [Government Sales Manual](#)
  - o General Instructions at the beginning of the Government Section for complete instructions, listed on the page entitled "State Billing Instructions".

## BILLING TYPE

State Government	Akron Billing (DR – Type D, TC73)
Local Government Agencies	Local Invoice / Dealer Billed
Tires	As specified on State Contract
Tire Related Service & Wheel Alignment	Eligible, with or without tire purchase as specified by PO (QPA)
Waste Tire Tax	DO NOT ADD as line item on billing for States. Generated by Akron Billing. ONLY include when billing a LOCAL agencies.

## REQUIRED BILLING INFORMATION

- Purchase Order Number: A requisition number may be given to authorize work but a PO# should be obtained when complete. Use preceding zeroes if less than 10 digits.
- Complete Bill-To Name and Address of State Agency Including Zip Code (as shown on the PO). Bill-To Should Be the Same as Ship-To Unless Specified Otherwise On PO.
- Complete Ship-To Name and Address of State Agency Including Zip Code (as shown on the PO)
- Vehicle Number
- License Number and State Issuing
- Business Phone Number of Driver's Agency
- Printed Name of Driver Picking Up Tires
- G Approval Number
- Signature of Driver Picking Up Tires

## BILL TO

**73247** Indiana State Police  
Frank Poole  
100 N Senate Ave IGCN Rm 340  
Indianapolis IN 46204

**008534** State of Indiana  
Bill to the Ship-To Address

**138880** INDIANA DEPT OF TRANSPORTATION  
A/P DEPARTMENT  
100 N SENATE AVE RM 749  
INDIANAPOLIS IN 46204

Use 138880 for any Indiana DOT location, they will then email the invoice to [AP@indot.in.gov](mailto:AP@indot.in.gov) in order that it is paid from the proper INDOT Sub District location